

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY & PROCEDURE

SUBJECT: Youth Movement and Counts
NUMBER: RF-02-06 (Residential Facilities)
APPLICABLE TO: Residential Facilities
EFFECTIVE DATE: January 17, 2006

Approved: "/s/signature on original copy"
Kenneth C. Montague, Jr., Secretary

1. **POLICY.** Department of Juvenile Services (DJS) employees shall take youth counts to ensure the safety and security of youth, employees and the public and to ensure accountability of youth at all times. Accountability and control of youth movement shall be a primary and critical security function. Each facility shall ensure the security of a facility by conducting counts of the population and by implementing procedures to regulate and control youth movement within the facility and during authorized movement outside the facility. Designated employees shall maintain awareness of the whereabouts of all youth assigned to the facility and provide documentation.
2. **AUTHORITY.**
 - a. American Correctional Association 3-JDF-3A-03, 3-JDF-3-13 and 3-14.
 - b. Annotated Code of Maryland, Article 83C, §§ 2-117, 2-118 and 2-118.1.
3. **DEFINITIONS.**
 - a. *Emergency Count* means a count conducted if a youth is believed missing or one conducted after any emergency situation to insure that all youth are accounted for.
 - b. *Master Count* means the total number of youth who are officially assigned to the facility. After an official count, the number of youth actually counted is compared to this number. The two numbers must match to clear the count.
 - c. *Official Count* means a physical count of youth conducted by security staff at a designated time. All movement of youth is stopped during an official count. Official counts are of the entire facility and are reported to the security office (or designated location) for comparison to the master count.
 - d. *Youth Movement/Traffic* means youth going from one area of the facility to another, or to youth leaving the facility. Youth movement is accomplished under staff control and supervision. Maintaining knowledge of a youth's authorized location is critical to security and safety.
4. **PROCEDURES.**
 - a. **General Procedures.**

- (1) Each Facility Administrator will establish Facility Operating Procedures (FOP) that describes the facility's system for movement and traffic control which shall be approved by the Assistant Secretary for Residential Services. This system will document and manage internal and external movement.
- (2) Each Facility Administrator will ensure that an **official count** of all youth in residence occurs daily at 2:00 AM. This count must be called into Headquarters by 8:00 AM daily.
- (3) Each Facility Administrator will ensure that a physical count is taken, at minimum, every 30 minutes. At the direction of the Facility Administrator, a physical count may be taken more often than every 30 minutes based on need, size of facility or other circumstances as articulated in the FOP.
- (4) The Resident Advisor shall conduct counts every 30 minutes and call the count into the Command Control Center/Master Control/Tour Office. The count must be logged into the unit logbook within 15 minutes of the count.
- (5) When conducting counts, employees must count an actual person. Youth shall not participate in counts.
- (6) Youth movement and count procedures will be included in post orders.
- (7) All employees will receive facility specific training regarding the control of youth movement and conducting site specific counts. Refresher training shall occur quarterly.
- (8) All employees will be responsible for conducting accurate counts and controlling youth movement in accordance with the FOP.
- (9) The manager on duty will oversee each count conducted including determining if the count is accurate.
- (10) The manager on duty is responsible for maintaining the master count record and shall contact the Command Control Center/Master Control/Tour Office to ascertain up-to-the minute information about all youth housing moves, work assignments, admissions to hospitals, education release, furloughs, other approved temporary absences, as well as releases and any other changes that could affect the count.
- (11) Employees conducting counts during the third shift must verify that the youth are in their beds.
- (12) Employees shall attempt to randomize counts so as not to fall into a recognizable pattern.

- (13) Employees shall document in the unit logbook whenever a youth has been taken from and returned to a location.
- (14) Employees going off duty may not leave the facility until all youth have been accounted for and the count has been validated.

b. Control of Youth Movement.

- (1) All security perimeter entrances, and other points of entrance and exit, will be locked or controlled to facilitate the orderly movement of youth.
- (2) Counts shall be called into the Command Control Center/Master Control/Tour Office and shall be logged into the Command Control Center/Master Control/Tour Office logbook within 15 minutes of the count being taken. Employees will control youth movement and will account for the authorized whereabouts of each youth at all times by utilizing the unit logbook.
- (3) Designated employees will be primarily responsible for youth traffic control. However, all employees will understand and adhere to the FOP regarding traffic control and movement procedures.
- (4) Group movement of youth will be accomplished in an orderly fashion and under employee supervision. Accountability of the authorized whereabouts of each youth will be maintained as a component of movement.
- (5) Youth will not be allowed to move freely without the direct supervision of a designated facility employee.

c. Principles of Counting.

- (1) Employees conducting counts will record results in the unit's logbook.
- (2) All counts will be called into the Command Control Center/Command Control Center/Master Control/Tour Office within 15 minutes of each count being taken.
- (3) Designated employees will be responsible for conducting official counts.
- (4) Emergency counts will be taken anytime there is doubt as to the whereabouts of any youth and as a standard procedure after any facility emergency. The senior manager present may authorize an emergency count at any time. The procedure for an emergency count will be the same as an official count.
- (5) In the event that there is a discrepancy in a count, a recount will be conducted. If the second count is inaccurate, a third verifying count will

be conducted. No count will be cleared until all discrepancies are resolved.

- (6) Youth shall not assist in the taking of counts. However, cooperation of youth is expected, and youth will be advised of this requirement. Disruption of a count by a youth may be considered a minor rule violation.
- (7) The Command Control Center/Master Control/Tour Office employee accepting the count shall calculate the count from the Command Control Center/Master Control/Tour Office records after the count is called. As each area reports its count, the Command Control Center/Master Control/Tour Office employees shall so indicate the count in the logbook. Outcomes shall be noted and checked. If after all counts are received and tabulated a discrepancy exists, the Command Control Center/Master Control/Tour Office shall call for a recount. If the count remains incorrect a second time, the manager on duty shall be sent to the count area to assist with a third count. During the third count, youth shall be returned to their assigned unit and all youth movement in the facility shall cease. **Note:** No count shall be cleared until all counting errors have been corrected or until the cause of error has been located and corrective action taken.

d. Records and Documentation.

- (1) All employees shall read and initial the logbook, noting the count at the start of each shift.
- (2) All counts will be recorded in the unit logbook and called into the Command Control Center/Master Control/Tour Office.
- (3) Counts recorded in the logbook shall include:
 - (i) Time of the count;
 - (ii) The count itself;
 - (iii) Name(s) of employees performing count;
 - (iv) Location of groups of youth (library, class, outside area); and
 - (v) Youth outside of the location where the count is occurring.
- (4) The Command Control Center/Master Control/Tour Office logbook will be utilized to document daily entering and departure of youth. The Command Control Center/Master Control/Tour Office logbook is the primary tool for computation of the master count.
- (5) All admissions and discharges shall be entered into ASSIST within 24 hours of the admission or discharge.

e. Accuracy of Counts.

Falsifying a count, or any accountability document or procedure, or being

negligent in carrying out assigned duties regarding counts and movement control are serious infractions that may result in disciplinary action up to and including dismissal from state employment.

5. DIRECTIVES/POLICIES AFFECTED.

- a.** Directives/Policies Rescinded - **(02.09.05) Count Principles and Procedures**
- b.** Directives Referenced **None.**

6. LOCAL IMPLEMENTATION PROCEDURES REQUIRED. Yes.

7. FAILURE TO COMPLY.

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices – None.



MARYLAND DEPARTMENT OF JUVENILE SERVICES EMPLOYEE STATEMENT OF RECEIPT POLICY AND PROCEDURE

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EFFECTIVE DATE: January 17, 2006

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)